

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

January 14, 2011

ADDENDUM #2

REQUEST FOR QUOTE #11-44

DESIGNER SELECTION – ON CALL FOR ARCHITECTURAL, INTERIOR SPACE PLANNING, AND OTHER RELATED ENGINEERING SERVICES

THIS ADDENDUM IS TO: **Answer the following Questions:**

Q1. Are the school studies and planning to be part of the SMBA (Mass School Building Authority) process? How will this work relate to the MSBA process? Does the City of Newton have an understanding with the MSBA at this time for this work?

A1. Some will and some will not, that will be determined when the project is assigned.

Q2. Is there a term limit to the On Call Contract? If so, for how long? What, if any, is the renewal process for the On Call Contract?

A2. The contract is for one year with the City option to renew for two additional one year periods.

Q3. Is there a fee dollar value cap per either an individual project or for the total contract?

A3. The fee cap is \$200,000 per project but there is no upper limit.

Q4. Do you intend to select more than one On Call Architect at this time?

A4. We anticipate awarding to at lead three firms.

Q5. Do you want us to specify the scope of work we are particularly suited to?

A5. The submittal should show the type of work the firm has done in the past and they should answer the questions contained within the RFP that will outline the firms previous work.

Q6. When can we expect your response?

A6. Within 14-21 days from the receipt of the RFP.

Q7. For each of the project types listed under the headings “Building Envelope, Addition, Renovations”, (8 project types listed) “Space Programming; Analysis; Feasibility” (5 project types listed), and “Related Engineering Services” (4 project types listed) – are you requiring, in addition to the Questionnaire answered, back-up information for each of the project types listed? For example under the “Building Envelope, Addition, Renovations” examples of projects we have worked on for the 8 types listed. If so, should they be listed under the 8a of the questionnaire or listed separately under a different tab in the proposal?

A7. They should be listed under 8a of the questionnaire and additional information provided as required.

Q8. It is requested that a Tax Attestation Statement and Certificate of Corporate Authority be included with the DSB form. However, these forms were not included in the package. I took a quick look on your website and couldn’t find them. Could you please send me a copy or let me know where they are available on your website.

A8. See attached copies of each form

Q9. Is the DSB form available as a Word document rather than PDF? If not, would the City accept our using the 2005 version of the roughly-equivalent MA form?

A9. See attached Word Copy of Questionnaire

Q10. The project was listed separately for both Architectural and Engineering disciplines. Will you be obtaining engineering services separately or would you like us to list a few possible consultants? (actual choice/involvement of consultants would vary on project type of course).

A10. Potential consultants you would be using on City of Newton projects should be listed.

Q11. Under your Equal Opportunity Requirements you make reference to title VI and Title VIII civil rights acts of 1964 1968 . Could you clarify if teams have a specific percentage requirement for minority and women?

A11. Neither Title VI or VIII contain specific percentage requirements for minority and women.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM

Thank you.



Rositha Durham

Chief Procurement Officer

ATTACHMENT A

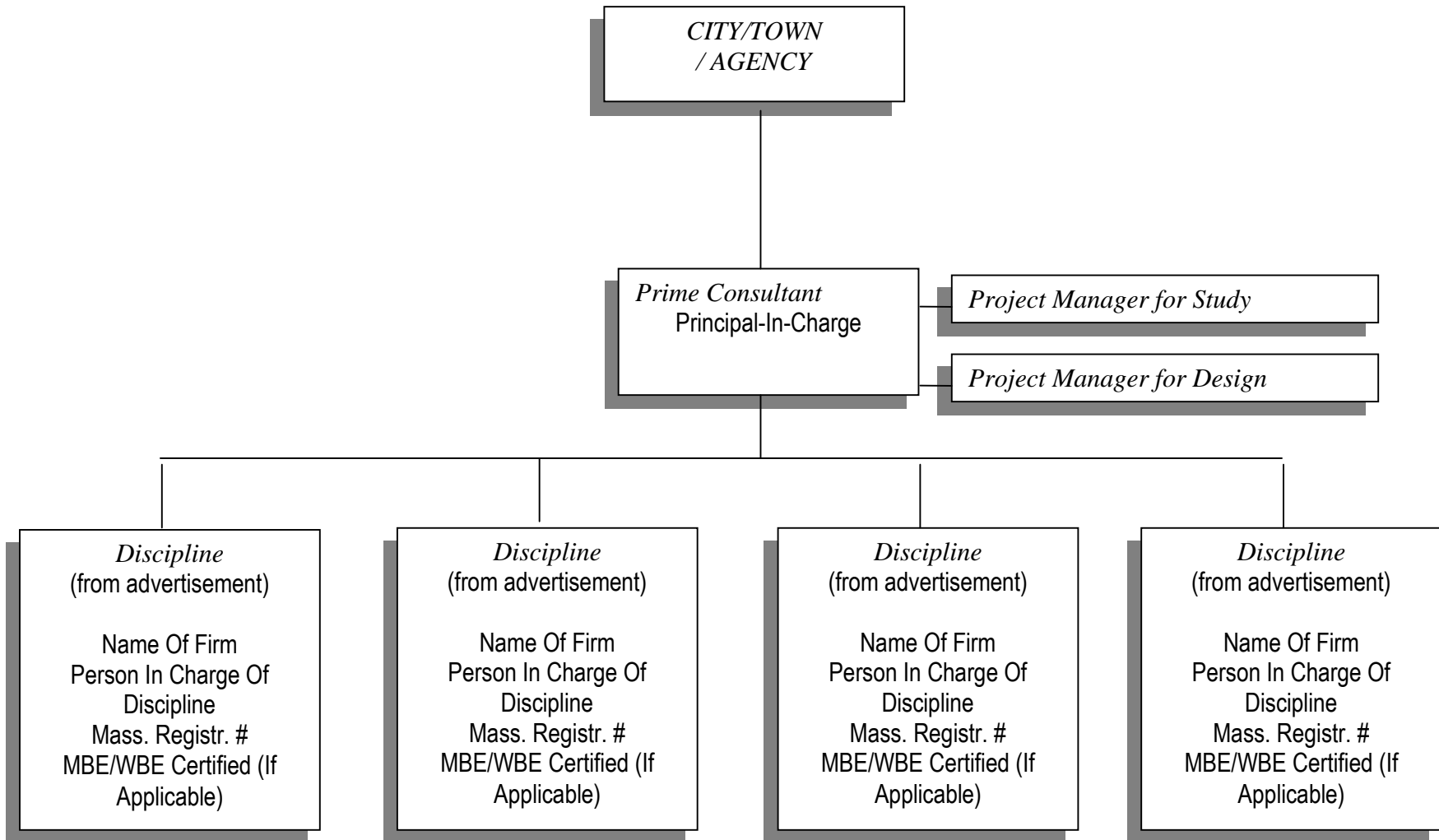
<p>Commonwealth of Massachusetts</p> <p>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction</p> <p>2005 (Updated May 2009)</p>	<p>1 Project Name/Location For Which Firm Is Filing:</p> <p>“On Call” Architectural and related Engineering Services at various School and Municipal Facilities for the City of Newton, Public Buildings Department</p>	<p>2. Project #</p> <p>This space for use by Awarding Authority only.</p>
<p>3a. Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:</p>	<p>3e Name Of Proposed Project Manager:</p> <p>For Study: (if applicable)</p> <p>For (if applicable)</p> <p>Design:</p>	
<p>3b. Date Present And Predecessor Firms Were Established:</p>	<p>3f. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p>	
<p>3c. Federal ID #:</p>	<p>3g Name And Address Of Parent Company, If Any:</p>	
<p>3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required):</p> <p>Email</p> <p>Address:</p> <p>Telephone</p> <p>No: Fax No.:</p>	<p>3h. Check Below If Your Firm Is Either:</p> <p>(1) SOMWBA Certified Minority Business Enterprise (MBE) <input type="checkbox"/></p> <p>(2) SOMWBA Certified Woman Business Enterprise (WBE) <input type="checkbox"/></p> <p>(3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></p>	

4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):

Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site	_____	(_____)	_____	(_____)
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)	_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners:	_____	(_____)	_____	(_____)
Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification	_____	(_____)	_____	(_____)
	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)	_____	(_____)
Construction	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)	_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)	_____	(_____)
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____ (_____)

5. Has this Joint-Venture previously worked together? ☐ Yes ☐ No

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume Of <u>ONLY</u> Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To <u>ONE</u> Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments And Availability For This Project:	g. Current Work Assignments And Availability For This Project:
h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include **ONLY** Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	C. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Constr. Costs (Actual, Or Est. If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current And Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant
Name:

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					

(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The					
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location And Principal-In-Charge	Awarding Authority (Include Contact Name And Phone Number)	Construction Costs (Actual, Or Estimated If Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
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12. Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary): **PLEASE ANSWER "YES" or "NO". IF "YES" PLEASE GIVE DETAILS.**

13. Name Of Sole Proprietor Or Names Of All Firm Partners And Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15.	Names Of All Owners (Stocks Or Other Ownership):						
	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#
	Status/Discipline						
	a.				d.		
	b.				e.		
	c.				f.		

16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.		
	Submitted by (Signature)	Printed Name and Title	Date

CERTIFICATE OF AUTHORITY - CORPORATE

1. *I hereby certify that I am the Clerk/Secretary of* _____
(insert full name of Corporation)
2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds.**)
3. is the duly elected _____
(insert the title of the officer in line 2)
4. of said corporation, and that on _____
(insert a date that is ***ON OR BEFORE*** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)
- of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ *AFFIX CORPORATE SEAL HERE*
(Signature of **Clerk or Secretary**)*
7. Name: _____
(Please print or type name in line 6)*
8. Date: _____
(insert a date that is ***ON OR AFTER*** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the corporation.

ATTESTATION

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

* The provision in the Attestation relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

*** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

purchasing@newtonma.gov

Fax (617) 796-1227

January 10, 2011

ADDENDUM #1

REQUEST FOR QUOTE #11-44

DESIGNER SELECTION – ON CALL FOR ARCHITECTURAL, INTERIOR SPACE PLANNING, AND OTHER RELATED ENGINEERING SERVICES
--

THIS ADDENDUM IS TO: Change the Question Submittal Date and Submittal Opening Date to:

Question Submittal Date is: JANUARY 11, 2011 BY 5:00 P.M.

Question Response Date is: JANUARY 13, 2011 BY 5:00 P.M.

SUBMITTAL OPENING DATE: JANUARY 18, 2011 AT 2:00 P.M.

All other terms and conditions of this bid remain unchanged

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM

Thank you.



Rositha Durham
Chief Procurement Officer

December 22, 2010

Enclosed please find the information package which includes the Designer Selection Committee Questionnaire, and a draft contract which is intended to outline the basic scope of services desired by the City of Newton Public Buildings Department in conjunction with "On Call" Architectural, Interior Space Planning and other related Engineering Services.

You are requested to submit a response to the questionnaire. Concise, succinct proposals would be appreciated. Please submit only that information which you feel pertinent to the work for which you are applying that will assist in the design consultant selection.

This RFQ is for one of a series projects to be issued by the City of Newton. Potential firms are encouraged to submit their Qualifications for any or all of the projects. Selection of a firm for one of these projects does not preclude the firm from being selected for another of the upcoming projects.

Please submit 15 copies of the completed questionnaire, one of the Tax Attestation Statement and Certificate of Corporate Authority no later than **2:00 p.m. January 13, 2011** to:

Joseph Michelson, Chairman
Designer Selection Committee
C/O Donna Anastasia
Public Buildings Department
52 Elliot Street
Newton, MA 02461

Questions may be directed to the City of Newton Purchasing Department at purchasing@newtonma.gov.

ARCHITECTURAL SERVICES PROJECT INFORMATION PACKAGE

Statement of Objectives

The City of Newton through its Designer Selection Committee is currently seeking expressions of interest from individuals and firms for professional services for the following work funded through the City's Public Buildings Department.

Architectural, Interior Space Planning and other related engineering services to be provided on an "On-Call" basis. Range of services to include but not be limited to schematic, design development, and contract drawings and documents, bidding, inspections, and construction supervision for the following types of proposed projects:

BUILDING ENVELOPE, ADDITIONS, RENOVATIONS:

- I. Roof replacement at various school and municipal buildings
- II. Window and door replacement at various school and municipal buildings
- III. Masonry and related repairs at various school and municipal buildings
- IV. Miscellaneous facility repairs/upgrades, <5,000 sq. ft.: additions and renovations at various school and municipal buildings
- V. Historic restoration and related work at various school and municipal buildings
- VI. Accessibility related accommodations/upgrades at various school and municipal buildings
- VII. Modular Classroom Additions and related work
- VIII. Preparation of various trade contract specifications for "On Call" service contracts

SPACE PROGRAMMING; ANALYSIS; FEASIBILITY:

- I. Space planning at various school and municipal buildings
- II. Space Programming at various school and municipal buildings
- III. Facility Physical Assessment Analysis
- IV. Master Planning of departments/facilities
- V. Feasibility studies for potential projects at various school and municipal buildings

RELATED ENGINEERING SERVICES:

- I. Structural engineering services at various school and municipal buildings

- II. Civil/Site/Landscape Improvements
- III. MEP/FP Engineering Services at various school and municipal buildings related to or identified in the above list of projects
- IV. Other related Engineering services shown above

This RFQ is for one of a series of four projects to be issued by the City of Newton. Potential firms are encouraged to submit their RFP for any or all of those projects. Selection of a firm for one of these projects does not preclude the firm from being selected for another of the upcoming projects.

Disclosure

The questionnaire submitted in response to this advertisement will be considered the property of the City of Newton, and may be utilized as deemed appropriate by the City. Should the offeror desire that certain data within the Questionnaire not be utilized for purposes other than as a response to the Designer Selection Committee Questionnaire, such data shall be identified on the cover page of the response to the questionnaire. Information submitted in response to this request may become subject to disclosure to the public pursuant to provisions of the Public Records Law (G.L. c. 66, §10)

Minority Outreach

Qualified minority individuals and firms are encouraged to submit expressions of interest.

Equal Opportunity Requirements

Offerors are hereby advised that submission of a signed questionnaire in response to this advertisement will be deemed to express the intent to comply in all respects with the following non-discrimination provisions as applicable:

Title VI Civil Rights Act of 1964, as amended.
Title VIII Civil Rights Act of 1968, as amended.

State Tax Requirements

As required by Chapter 233, Acts of 1983, the successful contractor will be required to sign an attest form certifying that all state tax returns have been filed and all state taxes paid. Offerors are advised that submission of a signed questionnaire in response to this advertisement will be deemed to express the offeror's intent to comply with Massachusetts statutes.

Table of Contents

Attachment A	Designer Selection Committee Questionnaire (signature required)
Attachment B	Draft Contract

ATTACHMENT A

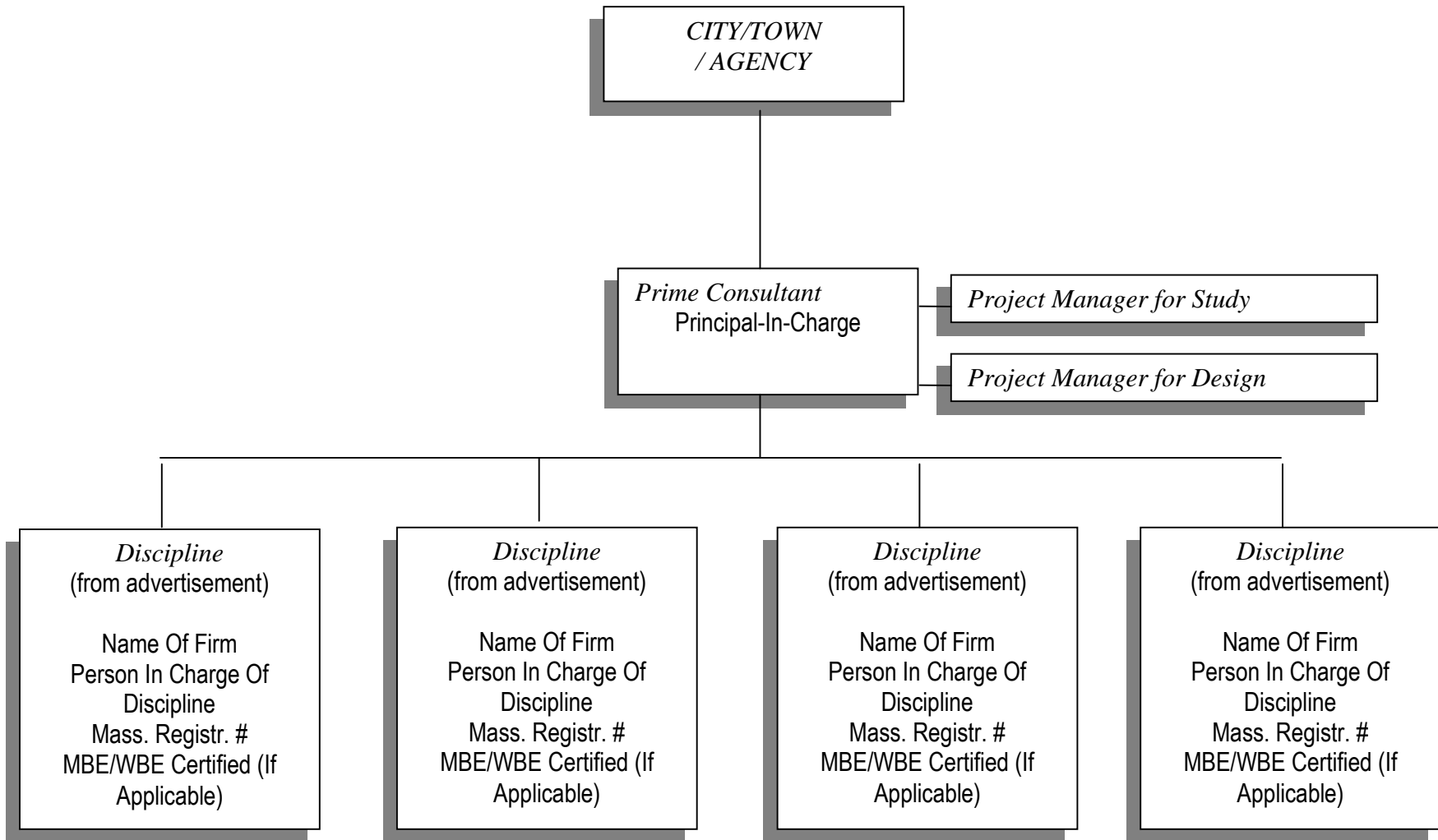
<p>Commonwealth of Massachusetts</p> <p>Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction</p> <p>2005 (Updated May 2009)</p>	<p>1 Project Name/Location For Which Firm Is Filing:</p> <p>“On Call” Architectural and related Engineering Services at various School and Municipal Facilities for the City of Newton, Public Buildings Department</p>	<p>2. Project #</p> <p>This space for use by Awarding Authority only.</p>
<p>3a. Firm (Or Joint-Venture) - Name And Address Of Primary Office To Perform The Work:</p>	<p>3e Name Of Proposed Project Manager:</p> <p>For Study: (if applicable) For (if applicable) Design:</p>	
<p>3b. Date Present And Predecessor Firms Were Established:</p>	<p>3f. Name And Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above:</p>	
<p>3c. Federal ID #:</p>	<p>3g Name And Address Of Parent Company, If Any:</p>	
<p>3d. Name And Title Of Principal-In-Charge Of The Project (MA Registration Required):</p> <p>Email Address: Telephone No: Fax No.:</p>	<p>3h. Check Below If Your Firm Is Either:</p> <p>(1) SOMWBA Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SOMWBA Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SOMWBA Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/></p>	

4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):

Admin. Personnel	_____	(_____)	Ecologists	_____	(_____)	Licensed Site	_____	(_____)	_____	(_____)
Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanical Engrs.	_____	(_____)	_____	(_____)
Acoustical Engrs.	_____	(_____)	Environmental	_____	(_____)	Planners:	_____	(_____)	_____	(_____)
Civil Engrs.	_____	(_____)	Fire Protection	_____	(_____)	Specification	_____	(_____)	_____	(_____)
	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural Engrs.	_____	(_____)	_____	(_____)
Construction	_____	(_____)	Industrial	_____	(_____)	Surveyors	_____	(_____)	_____	(_____)
Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)		_____	(_____)	_____	(_____)
Drafters	_____	(_____)	Landscape	_____	(_____)		_____	(_____)	Total	_____ (_____)

5. Has this Joint-Venture previously worked together? ☐ Yes ☐ No

6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



<p>7. Brief Resume Of <u>ONLY</u> Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To <u>ONE</u> Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.</p>	
a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;"> MBE <input type="checkbox"/> WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number
g. Current Work Assignments And Availability For This Project:	g. Current Work Assignments And Availability For This Project:
h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience And Qualifications Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include <u>ONLY</u> Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Constr. Costs (Actual, Or Est. If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current And Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement.

Sub-Consultant
Name:

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Relevant Experience	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was/Is Responsible
(1)					
(2)					
(3)					

(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The					
Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C.*	Project Name, Location And Principal-In-Charge	Awarding Authority (Include Contact Name And Phone Number)	Construction Costs (Actual, Or Estimated If Not Completed)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			

		11.			
		12.			

* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
-----------------	------------------	---------------	-----------------

12. Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 5 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary): **PLEASE ANSWER "YES" or "NO". IF "YES" PLEASE GIVE DETAILS.**

13. Name Of Sole Proprietor Or Names Of All Firm Partners And Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15.	Names Of All Owners (Stocks Or Other Ownership):						
	Name And Title	% Ownership	MA. Reg.#	Status/Discipline	Name And Title	% Ownership	MA. Reg.#
	Status/Discipline						
	a.				d.		
	b.				e.		
	d.				f.		
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.						
	Submitted by (Signature) _____			Printed Name and Title _____		Date _____	

ATTACHMENT B

SAMPLE

AGREEMENT FOR PROFESSIONAL SERVICES

The Agreement made as of _____ by and between _____ hereinafter referred to as the “Architect” and the City of Newton, 1000 Commonwealth Avenue, Newton, Massachusetts, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through its Public Buildings Commissioner, but without personal liability to her hereinafter referred to as “The City”.

WITNESSETH THAT:

WHEREAS, the City desires the ARCHITECT to conduct and perform such services;

NOW, THEREFORE, the parties do mutually agree as stated within the General Provisions and attachments following to wit:

****GENERAL PROVISIONS****

1. Employment of Architect.

The City agrees to engage the services of the ARCHITECT and the ARCHITECT agrees to perform services as set forth in Schedule A, Scope of Services for the compensation as stated within Schedule B, Compensation and Method of Payment both of which schedules are attached hereto and made part hereof, subject to compliance by the ARCHITECT with all the terms and conditions set forth within this Agreement.

2. Scope of Services.

The ARCHITECT shall do, perform, and carry out in a satisfactory, competent and professional manner, as determined reasonably and fairly by the City, the Project described within Schedule A, Scope of Services attached hereto and made a part hereof.

3. Duration

This Agreement shall remain in force from the date of execution of this contract to that shown in Schedule C, Work Program Schedule. Project activities shall be undertaken and completed in such sequence as to ensure compliance with said Schedule C, and further, to ensure expeditious completion in a manner consistent with the purposes of this Agreement.

4. Personnel

(a) The ARCHITECT represents that he has, or will secure at his own expense, all

personnel required for the performance of the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City except as employees of the ARCHITECT.

- (b) All of the services required hereafter shall be performed by the ARCHITECT or under his supervision, and all personnel engaged in the work shall be fully qualified to perform such services.
- (c) None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. The written approval of the City shall in no way relieve the ARCHITECT from his responsibility for the professional and technical accuracy of the work furnished.

5. Waiver of Workman's Compensation and Unemployment Compensation Benefits.

It is agreed that the ARCHITECT and ARCHITECT'S employees, agents, or other persons for whose conduct the ARCHITECT is responsible shall not be deemed to be employees of the City and shall file any claim nor bring any action for any Workman's Compensation or unemployment benefits and compensation for which they may otherwise be eligible as a result of work performed pursuant to the terms of this Agreement.

6. Compensation and Method of Payment

The City agrees to pay the ARCHITECT the compensation specified in Schedule B, Compensation and Method of Payment, which is complete compensation for all services rendered and for such reimbursable expenses as authorized, per Paragraph 7, Reimbursable Expenses. Appropriate sums will be paid, subject to receipt of a requisition for payment. Neither the City's review, approval or acceptance of any of the services furnished under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or any cause of action arising out of the performance Agreement.

7. Reimbursable Expenses

The City agrees to reimburse the ARCHITECT only for those direct costs incurred by the ARCHITECT pursuant to the performance of work under this Agreement as set forth and authorized within Schedule B, Compensation and Method of Payment. As the City does not pay freight and handling charges, and is also exempt from sales tax, freight and handling charges are not reimbursable by the City.

8. Termination of Agreement for Cause

If for any cause, the ARCHITECT fails to fulfill in a timely manner his obligations under this Agreement, or if the ARCHITECT shall violate any of the covenants, agreements, or stipulations of this Agreement, the City shall thereupon have the right to terminate this Agreement, by giving written notice to the ARCHITECT of such termination. Such notice shall be given not less than five (5) days prior to the effective date of termination. In the event of termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the ARCHITECT under this Agreement shall, at the option of the City, become its property,

and the ARCHITECT shall be entitled to receive just equitable compensation for any satisfactory work completed on such documents and other materials.

Notwithstanding the above, the ARCHITECT shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the Agreement by the ARCHITECT, and the City may withhold any payments to the ARCHITECT for the purposes of set off until such time as the exact amount of damages due to the City from the ARCHITECT is determined.

9. Termination for Convenience of City

The City may terminate this Agreement at any time by giving written notice to the ARCHITECT of such termination as specifying the effective date of such termination. Such notice shall be given not less than (5) days prior to the effective date of termination. In event of termination for convenience, all finished or unfinished documents and other materials as described in Paragraph 8, above, shall, at the option of the City, become its property. If the Agreement is terminated for the convenience of the City, the ARCHITECT shall be entitled to payment for services completed. Such compensation set forth in the Work Authorization Form as in reflective of the percentage of work completed thereunder, less payments already made for such services.

10. Changes

The City may, from time to time, require changes in the Scope of Services of the ARCHITECT to be performed hereafter. Such changes, including any increase or decrease in the amount of the ARCHITECT'S compensation or any change in the work schedule, which are mutually agreed upon by and between the City and the ARCHITECT, shall be incorporated in written amendments to this Agreement.

11. Incorporation of Non-Discrimination Laws and Regulations

The ARCHITECT, including all approved consultants and subcontractors, shall and hereby agrees, to comply with all laws, ordinances, and duly promulgated regulations applicable to contracts of this nature. In particular, the ARCHITECT agrees to comply with the provisions contained in Schedule D, which is attached hereto and made a part hereto and, with the Mayor's Executive Order No. HRC-X relative to non-discrimination as amplified by the City's Affirmative Action Plan.

12. Assignability

The ARCHITECT shall not assign any interest in this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto.

13. Interest of ARCHITECT

The ARCHITECT covenants that he has neither presently nor shall he during the period of this Agreement have any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The

ARCHITECT further covenants that in the performance of this Agreement, no person having any such interest shall be employed. Conflicts of interest include, but are not limited to: (a) family relationships with officials or employees of the City, (b) instances where the ARCHITECT, during the period covered by the Agreement, was an officer or employee of the City.

14. Findings Confidential

Any reports, information, data, etc., given to or prepared or assembled by the ARCHITECT under this Agreement which the City requests to be kept confidential shall not be made available to any individual or organization by the ARCHITECT without the prior written approval of the Public Buildings Commissioner.

15. Certifications

By executing this Agreement, the ARCHITECT makes the following certifications:

- a) The ARCHITECT has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement.
- b) No consultant to or subcontractor for the ARCHITECT has given, offered or agreed to give any gift, contribution or offer of employment to the Architect, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the ARCHITECT.
- c) No person, corporation or other entity, other than the bona fide full-time employee of the ARCHITECT, has been retained or hired by the ARCHITECT to solicit for or in any way assist the ARCHITECT in obtaining this Agreement for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the ARCHITECT.
- d) For design contracts which exceed Ten Thousand Dollars (\$10,000) or which pertain to a project whose budgeted or estimated construction cost exceeds One Hundred Thousand Dollars (\$100,000), the ARCHITECT shall have internal accounting controls as required by section 39R (c) of C. 30 of the Massachusetts General Laws and shall file and shall continue to file an audited financial statement as required by subparagraph (d) of section 39R. of C. 30.

16. Compliance with Applicable Laws

The ARCHITECT shall comply with all applicable laws, ordinances, or codes of the State or local government, in performing any of the work embraced by this Agreement.

ATTACHMENTS. Attached hereto are the following schedules which are incorporated into this Agreement and made a part hereof:

Schedule A	Scope of Services
Schedule B	Compensation and Method of Payment
Schedule C	Work Program and Schedule
Schedule D	General Requirements
Schedule E	Certificate of Authority
Schedule F	Satisfaction of State Tax Requirement Attestation Form

SIGNATORIES

IN WITNESS WHEREOF the parties hereto have executed this Agreement in quintuplicate on the day first written above in. No agreement shall exist until this Agreement has been signed by all parties.

ARCHITECT

CITY OF NEWTON

Public Buildings Commissioner

No City monies are obligated by this Contract . No deliveries are to be made except on shipping orders issued by the City under the contract each of which must have the certification of the Comptroller of Accounts that an Appropriation is available therefor.

Approved as to legal form and character

Assistant City Solicitor

Comptroller of Accounts

CONTRACT APPROVED

Setti D. Warren, Mayor or his designee

SCHEDULE A

Section I. Basic Services

The ARCHITECT shall provide one or more of the following types of services at the direction of the City's Public Buildings Commissioner, within thirty (30) days after notification to proceed:

Preliminary Designs, Investigations and Reports.
Preparation or review of working drawings, specifications
and other construction and bid documents.
Construction Phase Services.

The City's Public Buildings Commissioner shall send the ARCHITECT a Professional Services Authorization Form which will outline the specifics of each Project including proposed work items, estimated budget and time schedule. A fee for each Project will also be determined at that time as per Schedule B. The ARCHITECT shall sign and return the Professional Services Authorization Form within fifteen (15) days of receipt.

Where authorized, the ARCHITECT shall perform the Basic Services described below:

A. Existing Conditions Analysis and Survey

The ARCHITECT shall survey and analyze existing conditions and will prepare the following if requested:

Slides or photos of building elevations and interiors components
Structural integrity and measurements
Plans, sections and details

B. Preliminary Schematic Recommendations

The ARCHITECT shall prepare for review and approval by the City, whose agent shall be the Public Buildings Commissioner, assisted by the Design Review Committee, the following:

- a. Preliminary design in schematic form, outlining options for the Project's construction work, to include task lists, types of repairs, new work, and related improvements. This shall include drawings and sketches as necessary (see also Work Authorization for details).
- b. Summary report and list of priorities.
- c. Cost estimates associated with options presented within (a) above (all estimates must be completed by a certified professional estimating individual or firm).

C. Construction Documents and Final Construction Cost Estimate.

Following approval of design by the Public Buildings Commissioner, the Architect shall prepare and deliver to the Public Buildings Commissioner **fifty (50) sets of contract**

documents necessary for public bid of the subject work. Such documents shall include (see Work Authorization for number of documents needed for each phase of the work):

- a. Working drawings for architectural, structural, electrical, mechanical, and other branches of work as appropriate.
- b. Complete technical specifications describing materials, workmanship, labor, and performance standards in sufficient detail to permit firm bids.
- c. Complete bidding documents and forms, contract terms and conditions, forms of agreement between the Owner and construction contractor, and any special provisions relating to compliance with equal opportunity and labor provisions, if appropriate.

In addition, the ARCHITECT shall provide a final construction cost estimate, and such escalation projections as appropriate. If the bid of the lowest eligible and responsive bidder exceeds the established construction budget, the ARCHITECT shall, if instructed by the City revise the scope of quality of the Project for the purposes of bringing the cost estimate within this limit. Such revisions shall be made **without** additional compensation to the ARCHITECT.

D. Assistance in Bidding and Award of Contract

The ARCHITECT shall assist the Public Buildings Commissioner as follows:

- a. Prior to bid opening:
 - Receive all inquiries relating to bidding documents and answer questions
 - Prepare any bid addenda as required.
 - Attend any pre-bid conference, if scheduled
- b. At bid opening and following:
 - Attend bid opening
 - Review and evaluate bids, contractor qualifications, and acceptability (both prime and - sub), and make recommendations as to contract award.

E. Construction Administration Phase Services (from initiation through completion) Following the award of the bid, the Architect shall administer the construction agreement, including the following:

- a. Routine construction administration.
- b. Check, approve and process shop drawings.
- c. Furnish the construction contractor with clarification drawings or written interpretations as needed.
- d. Perform on-site visits weekly during construction and prepare field visit reports (minimum of one (1) visit per week).
- e. Notify the City of any work which fails to conform to construction contract documents, including the failure of the construction contractor to maintain the established time schedule and follow with recommendations to remedy the situation.

- f. Obtain from the construction contractor and deliver to the City occupancy permits, guarantees, and other similar items.
- g. Prepare punch list and issue certificate of substantial completion and final completion.
- h. Review applications for payment, verify quantity and quality of work performed by construction contractors and certify requisitions for payments by the City.
- i. Coordinate with the City Project Managers having jurisdiction over the work performed.
- j. Determine adequacy of work for final acceptance, and upon approval of the City issue Certificate of completion.
- k. Attend meeting and dispute conferences as necessary and prepare minutes of such meetings.
- l. Perform post construction visit to evaluate final building condition and review guarantees submitted by contractor.

F. Meetings

As part of services required, and subject to the nature of each project, the Architect shall be required to meet with the Design Review Committee, various City's technical departments, citizen groups, and state or federal funding agencies.

Section II. Additional Services

The ARCHITECT shall perform the following additional services if authorized in writing by the City's Public Buildings Commissioner:

- A. Make substantial changes to Drawings, Specifications or to other documents when such changes are inconsistent with written approvals or instructions previously given by the City.
- B. Provide professional services made necessary by the default of the Contractor due to delinquency or insolvency, or by major defects in the work of the Contractor in the performance of the Construction Contract and through no fault of the Architect.
- C. Provide design work added to or requested by the City beyond the design work called for in the Work Authorization.
- D. Provide expert witness services to the City in connection with any legal proceedings, including arbitration.

The City and the ARCHITECT shall negotiate the fee for Additional Services provided pursuant to this provision, and execute an amendment to this Agreement in accordance with Paragraph 10. Neither the ARCHITECT nor his consultants shall be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the ARCHITECT in the preparation of the bid documents, or that were occasioned by the ARCHITECT'S errors or omissions, as reasonably determined by the City's Public Buildings Commissioner.

SCHEDULE B

Compensation and Method of Payment

1. Method of Determining Compensation

A fee for Basic Services for each Project shall be negotiated based upon the services called for. The City anticipates that each Project fee may be developed based either upon a set agreed upon figure or based upon time and materials cost. In some Projects, both cost bases may be appropriate and necessary subject to the nature and requirements of the particular Project and services needed.

It should be noted that with regard to contract pricing, federal and state regulations prohibit "cost plus percentage of cost" and "percentage of construction cost" methods of pricing. For the purpose of negotiating fees, the Architect shall identify for consideration by the City customary costs related to the services indicated in Schedule A.

II. Billing Rates

On Projects where it is determined by the City and agreed upon by the Architect that a fee shall be determined based upon time and materials cost, rates of payments shall be based upon the following:

Day rates are based on actual salaries paid to individuals performing work on the Project plus salary costs, overhead and profit.

Range in Cost Per Hour

Refer to Schedule G

Professionals Other In House Staff

III. Payment Schedule

On Projects where the City agrees to pay the ARCHITECT a lump sum fee for Basic Services, which include construction documents and construction administration, the fee is to be divided as follows:

On Completion of;	% Paid
Schematic Phase	15%
Design Development	20%
Construction Documents & Final Cost Estimate	30%
Contract Award	10%
Contract Administration	20%
Final Installment (90 calendar days after Certificate of Substantial Completion accepted by the City)	5%

Such requisitions shall be submitted upon completion of work phases detailed above.

IV. Reimbursable Expenses

The City shall pay the ARCHITECT for reimbursable expenses, subject to the approval of the Public Buildings Commissioner, and subject to the identification of such expenses as well as the appropriate copies of actual invoices for these expenses attached to a requisition submitted by the Architect to the City. Reimbursable expenses shall be those costs incurred for printing construction documents for bids, for such specialized sub-consultant services as may be required in the performance of the work within Schedule A, Scope of Services, herein and shall be reimbursed to the ARCHITECT at direct cost. The letter of Authorization for each specific Project shall detail each reimbursable expense by line item.

V. Payment

Payment shall be made to the ARCHITECT within thirty (30) days of submission by the Architect to the City of a detailed requisition for payment describing the basic and extra services performed and identifying reimbursable expenditures incurred during the preceding period. The City shall have the right to review and approve the ARCHITECT'S requisition. Payment shall not be due the ARCHITECT until his requisition has been approved.

Requisitions for Projects billed on a time and materials basis shall include the number of hours worked, the individual who worked these hours, hourly rates, material and overhead costs.

All requisitions submitted shall be accompanied by a detailed time record for time and material projects as well as the appropriate documentation for reimbursable expenses.

SCHEDULE C

WORK PROGRAM AND SCHEDULE

- I. The Agreement shall take effect as of the date of execution and shall terminate one year from the date of the Agreement, with an option of two additional (1) year renewals, should the City of Newton wish to pick up the option.
- II. The Architect shall complete the work set for the in Schedule A, Scope of Services, in an expeditious manner subject to expeditious reviews and approvals by the City. Where possible, the ARCHITECT shall endeavor to perform the required work in advance of schedule.
- III. Time schedule for specific “on call” Projects will be found in the Letter of Authorization for each specific Project.

SCHEDULE D

GENERAL REQUIREMENTS

The following Articles shall govern all work under or products of this Agreement unless specifically modified elsewhere.

ARTICLE 1. RESPONSIBILITIES OF THE CITY

- 1.1 Information to be provided to the ARCHITECT.
 - 1.1.1 The City shall furnish upon the ARCHITECT'S request all information in its possession necessary to the performance of the services required under this Agreement. It shall make and communicate to the Architect as promptly **as possible its instructions and decision.**
- 1.2 Action by the City
 - 1.2.1 No written communication, notification, directive, approval, consent or acceptance by the City shall in any way relieve the ARCHITECT from his/her professional responsibilities.
 - 1.2.2 The City shall render all approvals required by this Agreement in writing to the ARCHITECT, or it shall notify the Architect in writing why such approvals are being withheld.
- 1.3 Waivers
 - 1.3.1 The City shall render any modification or any waiver of any term or condition or breach of this Agreement in writing. Such waivers shall not waive any other term or condition or breach thereof.

ARTICLE 2. RESPONSIBILITIES OF THE ARCHITECT

- 2.1 Scope
 - 2.1.1 The ARCHITECT shall be responsible for the professional adequacy, technical accuracy and coordination of all of the present data, designs, drawings, specifications, cost evaluations and estimates, and any other material or work furnished by him or his consultants, or subcontractors.
- 2.2 Assignability
 - 2.2.1 The ARCHITECT shall not assign, sublet or transfer any services, obligations, or interest in this Agreement without the prior written consent of the City.
- 2.3 Professional Insurance and Liability Insurance

- 2.3.1 The ARCHITECT shall at his own expense obtain and maintain a Professional Liability Policy for errors, omissions or negligent acts of the ARCHITECT, or of any person or business entity for whose performance the ARCHITECT is legally liable, that arise out of the performance of the services required under this Agreement. The minimum amount of such insurance shall be equal to ten percent (10%) of the construction cost of each project authorized under this Agreement and, in any event, not less than \$250,000.

All insurance coverage required in this Section shall be in effect during the term of this Agreement. Certificates of all insurance by this Agreement, as well as all renewals of such insurance, shall be supplied to the Public Buildings Commissioner, and the City shall be named the Certificate Holder.

In addition, the ARCHITECT shall carry general liability insurance and workmen's compensation insurance and should provide the City with a Certificate of Insurance, acceptable to the City. Such liability insurance shall be in a minimum amount as follows:

General Liability, including Bodily Injury and Property Damage in an aggregate amount of \$500,000 or greater. The General Liability policy shall include endorsements showing the following types of coverage: Comprehensive Form, Premises Operations, Contractual Insurance, Broad Form Property Damage and Independent Contractor.

The City shall be named an additional insured party under the General Liability Policy.

The ARCHITECT'S insurance coverage shall also include valuable papers insurance for the restoration of plans, drawings, field notes and other documents in the event of loss or destruction while in custody of the ARCHITECT in an amount sufficient to cover the cost of restoration.

The ARCHITECT shall indemnify, defend and hold harmless the City and its officers, employees, servants and agents against all claims, damages, losses or expenses of whatever kind or nature, including attorney fees, for or on account of any injuries to persons or damage to property to the extent that the same arises out of or results from the services of the ARCHITECT, or the services of any person or business entity for whose performance the ARCHITECT is legally liable, rendered pursuant to this Agreement, regardless of whether caused in part by the party indemnified hereunder.

2.4 Employment of Consultants

- 2.4.1 The ARCHITECT may provide services in collaboration with either consultants or qualified associates. It shall be the Architect's responsibility to engage and enter into agreements with said consultants to the extent needed, subject to qualifications found elsewhere in this Agreement.

2.5 Meetings

- 2.5.1 The ARCHITECT shall attend conferences, meetings and hearings with the City as required in connection with any phase of work.

2.6 Time and Order of Services

2.6.1 The ARCHITECT shall furnish the documents and provide the services required by this Agreement in the sequence set forth in this Agreement unless waived the Public Buildings Commissioner. He shall insure prompt and continuous prosecution of the Project to the extent of his professional responsibilities.

2.7 Submissions

2.7.1 The ARCHITECT shall submit the documents and materials required for the complete performance of this Agreement in the amounts and formats described in this Agreement.

2.8 Revisions

2.8.1 The ARCHITECT shall make changes in, or revisions to documents as may be required by the City in order to accomplish the project in accordance with the work program, or the Construction Budget. Such changes shall be:

- (a) Within the phase of work as set forth In the Basic Services,
- (b) On work not yet approved or accepted by the Public Buildings Commissioner or
- (c) On work already approved or accepted which requires changes in order to be consistent with changes made in accordance with (a) or (b) above.

The changes in, or revisions to documents required in this section shall be at no additional cost to the City.

2.9 Substantial Changes

2.9.1 The ARCHITECT shall make substantial changes as an Additional Service when requested by the Public Buildings Commissioner in writing.

2.10 ARCHITECT'S Certification

2.10.1 It is the ARCHITECT'S responsibility to see that all work submitted meets all applicable regulations, codes and/or professional standards.

ARTICLE 3. TERMS

3.1 When used in this Agreement or any Schedule thereto, the following terms or phrases shall have the following meaning:

3.1.1 Except when used in connection with reimbursable expenses whenever in this Agreement the words "shall include" are used, they shall be construed to mean "shall include, but not to be limited to" unless there is specific language to the contrary.

3.2 Enumerations

3.3.1 Whenever in this Agreement there is an enumeration of items, such enumeration is not to be construed as restrictive, but shall include similar and reasonably related items.

3.3 Substantial changes

3.3.1 The Public Buildings Commissioner shall determine in writing to the ARCHITECT if a change is deemed a "substantial change".

3.3.2 Substantial changes are limited to:

- (a) Changes to and revisions on work already approved or accepted by the Public Buildings Commissioner in writing, except as qualified elsewhere in this document;
or
- (b) Programmatic changes except as qualified elsewhere in this document. All other changes, revisions, modifications, alterations, etc. to any product required by this Agreement shall not be deemed substantial changes unless specifically described as such elsewhere in this document.

ARTICLE 4. DOCUMENTS

All studies and materials prepared under this Agreement shall be the property of the City and at the termination of the ARCHITECT'S services, promptly turned over to the City. These items shall include, but not be limited to, originals of drawings, specifications, reports, etc.

The City shall have unlimited rights, for the benefit of the City, in all drawings, designs, specifications, notes and other work developed in the performance of this Agreement, including the right to use the same to complete or renovate the project for which they were prepared by the ARCHITECT without additional cost to the City; and with respect thereto the ARCHITECT agrees and hereby grants to the City an irrevocable royalty-free license to all such data which may be covered by the ARCHITECT'S copyright and to all designs as to which the ARCHITECT may assert any rights or establish any claims under any patent or copyright laws. The ARCHITECT shall not be responsible for changes made in the documents without the ARCHITECT'S authorization, nor for the City's use of the documents if such use does not involve the services of the ARCHITECT pursuant to this Agreement.

ARTICLE 5. NOTICES

Any notice, instruction, or other documents required of the ARCHITECT by the City shall be in writing and shall be deemed to be properly given if delivered or mailed, postage prepaid, to the addresses recited in the Preamble to in this Agreement.

SCHEDULE E

CERTIFICATE OF AUTHORITY – BUSINESS CORPORATIONS

At a duly authorized meeting of the Board of Directors of _____
(name of corporation)
held on _____ at which all Directors were present or
waived notice, it was voted that, _____
(name)
of this company be and hereby is authorized to execute contracts and bonds in the
name and behalf of said company, and affix its Corporate Seal thereto, and such
execution of any contract of obligation in this company.

A TRUE COPY

ATTEST (clerk or secretary)

Place of Business

I hereby certify that I am the clerk/secretary of the _____
(name of company)
that _____ is the duly elected _____
(name of individual)
of said company, and the above vote has not been amended or rescinded and
remains in full force and effect as of _____, the date on which the
corporation's authorized representative, named above, affixed his/her signature to
this contract.

Clerk or Secretary
(Corporate Seal)

Date

SCHEDULE F

ATTESTATION

Pursuant to M.G.c.62C, Section 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Signature of Individual or
Corporate Contractor (Mandatory)

**Contractor's Social Security Number
(Voluntary) or Federal Identification Number

By: _____
Corporate Officer
(Mandatory, if applicable)

Date: _____

*Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, §49A.

SCHEDULE G

RANGE OF HOURLY BILLING RATES

Principal	_____
Senior Management	_____
Project and Department Manager	_____
Senior Engineer/Architect	_____
Design Engineer/Architect	_____
Design Draftsperson	_____
Draftsperson	_____
Others	_____

SCHEDULE H

PROFESSIONAL SERVICES WORK AUTHORIZATION FORM

Control Number

Date

Time

Building Street Address

Contact Person

Proposed Budget

Budget Code

Compensation:

Fee Type

() Lump Sum

Reimbursable Expenses Authorized

() Time and Materials Not to Exceed

SCOPE OF WORK:

Complete Date of Construction

The Architect is requested to review the described work and determine a fixed fee or a fee based upon time and material cost as called for and return for authorization. Upon authorization by the Public Buildings Commissioner, the undersigned agrees to Perform its services in accordance with the Professional Services Contract Dated _____

Fee

Project Completion Date

Signature (Architect/Engineer)

=====

You are hereby authorized to proceed with the work described herein this Professional Work Authorization and in accordance with the Professional Services Contract dated

Number

Signature

Date

As stated in schedule A, Paragraph B, section c, estimates shall be made by a certified professional estimating firm or individual. In addition, the Architect shall provide a final construction cost estimate, and such escalation projections as appropriate. If the bid of the lowest eligible and responsive bidder exceeds the established construction budget, the Architect shall, if instructed by the City, revise the scope or quality of the Project for the purpose of bringing the cost estimate within the established construction budget. Such revisions shall be made without additional compensation to the Architect.